



## United States Coast Guard Auxiliary Photo Corps

The Photo Corps, part of the Department of Public Affairs consists of Members who professional or advanced amateur photographers who take high resolution digital photographs for use within the Coast Guard and Coast Guard Auxiliary. Membership is open to any Auxiliarist who has the photographic equipment and skills to produce high quality images suitable for publication.

Photo Corps team members take pictures of Coast Guard and/or Auxiliary operations and functions. Selected photographs are uploaded to the National Image Library for use in media presentations or publications. Go to <http://image.auxpa.org/> to see members' photos.

Coast Guard Headquarters Imagery has requested help in obtaining photos for the Coast Guard Visual Image Repository <http://cgvi.uscg.mil/> In order to do this filenames must follow the Department of Defense Visual Information Reference Identification Number (VIRIN) standard.

A VIRIN is a numerical filename system where the first six numbers are the year, month and day. For example, 050622 is June 22, 2005. These numbers are followed by a dash "-" and then the service indicator letter "G". Next are the last four numbers from the photographer's member identification number and the first letter of the photographer's last name; this is followed by a dash and then the photographer's daily sequence number.

The daily sequence number pertains to the number of photos the photographer has taken that day. For instance, the fourth photo would be "004". The numbers "001-499" indicate slides, negatives, or prints while "500-999" indicates digital, so if you're shooting digital, start your numbering at "500". Also, make sure .jpg is on the end of the filename.

The final VIRIN should look like the following:

061114-G-0000B-001.jpg (slide, negative, or print)  
061114-G-0000B-500.jpg (digital)

If you have Adobe PhotoShop or some other editing program that supports metadata, fill in the information for each picture as completely as possible.

Additional information on Coast Guard Visual Imagery is in chapter 5 of the USCG Public Affairs Manual.

All Photo Corps team Members are eligible to submit photos as candidates for "Photo of the Week" which is displayed on the Public Affairs Department website <http://www.auxpa.org/>. The deadline for submitting photos is Thursday of each week, and the selected entry is posted on Saturday for display the following week. Candidate photos are emailed to [potw@auxadept.org](mailto:potw@auxadept.org)T.

When a member of the Auxiliary National Photography Corps submits a photo for consideration for release on the Auxiliary Public Affairs (AUXPA.ORG) website, upon release this photo is considered in The Public Domain and may be used by any public or private entity.

## REFERENCES:

### A. USCG Public Affairs Manual (COMDINST M5728.2C)

**Chapter 5**, addresses the use of Coast Guard Imagery. It defines the need, categorization, handling and release policies for official imagery (photo and video). Auxiliaries are addressed directly and indirectly as resources for the capture of official activities. **Chapter 5 - Regulations and Policies** further states "An individual serving as an Auxiliary is prohibited from receiving any compensation for articles related to the Coast Guard or the Auxiliary which are produced as a result of such service. Any article written for Auxiliary publications becomes the sole property of such entity that publishes such work unless intellectual property rights are reserved in writing." Photographs fall into this category.

### B. Coast Guard Auxiliary Manual (COMDINST M16790.1F)

**B.19. Support Missions for the Coast Guard** states "Auxiliaries augment Coast Guard units by providing a variety of administrative and Operational Support (OS)." Photographic assignments are such missions. "One general goal is for Auxiliary participation in Coast Guard unit activities to help allow unit commanders to redirect Coast Guard active duty personnel to conduct law enforcement missions or other missions inappropriate for Auxiliaries."